

DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
215 North 17th Street
Omaha, Nebraska 68102-4978

DM 37-1-11

CEMRO-RM-B

Memorandum
No. 37-1-11

15 June 1991

Financial Administration
Program Budget Advisory Committees (PBACs)

1. Purpose. This memorandum provides guidance and establishes procedures for a Senior PBAC and a Working PBAC in the Omaha District.
2. Applicability. This memorandum is applicable to all elements of the Omaha District.
3. References.
 - a. ER 37-1-24, Operating Budgets
 - b. EP 37-1-3, Operating Budget Process Model
 - c. DM 37-1-9, Operating Budget Procedures
 - d. DM 37-1-10, Financial Management Responsibilities
4. General. The purpose of a PBAC is to establish resource policy; develop planning, programming, and resource guidance; review recommendations from the staff; and make recommendations to the District Commander on resource matters. The Omaha District will use a two-level PBAC system to facilitate these actions and to provide a forum for active participation by all District elements.
 - a. Senior PBAC (S-PBAC). The S-PBAC is a nine-member committee which provides advise, assistance and overall guidance to the District. Members will focus on the District's welfare, not the interests of their own functional elements. The S-PBAC's functions are to:
 - (1) Develop planning, programming, budgeting, and execution guidance.
 - (2) Develop parameters for workload programming and the allocation of money and manpower.
 - (3) Issue resource guidance to District elements and the Working PBAC.
 - (4) Consider proposals, analyses, and recommendations from the Working PBAC.
 - (5) Make recommendations to the District Commander concerning planning, programming, budgeting, and manpower.

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b. The Working PBAC (W-PBAC) is a nineteen-member committee which includes representatives from all District elements. Its function is to:

(1) Interpret and amplify planning, programming, budgeting, and execution guidance from the S-PBAC.

(2) Consider information, analyses, and recommendations from all organizations.

(3) Allocate resources to all organizations within the parameters set by the S-PBAC. These allocations will be used for preparation of staff element budgets.

(4) Analyze budget submissions and consider proposals from all staff elements.

(5) Make recommendations to the S-PBAC concerning budgeting and manpower. Recommendations will include alternatives and trade-offs and the views of dissenting members when committee proposals are not unanimous. Any member of the committee may recommend that unresolved issues be presented to the S-PBAC.

5. Members. The composition of the PBACs will be:

a. S-PBAC - functions as a District corporate board:

(1) The S-PBAC is chaired by the Deputy District Engineer.

(2) Regular members of the S-PBAC are:

Chief, Engineering Division
Chief, Construction Division
Chief, Operations Division
Chief, Planning Division
Chief, Real Estate Division
Chief, Contracting Division
District Counsel
Chief, Resource Management Office

b. W-PBAC - includes all District elements:

(1) The W-PBAC is chaired by a Deputy Commander.

(2) Regular members of the W-PBAC are:

Programs and Project Management Division Designee
Assistant Chief, Engineering Division
Assistant Chief, Construction Division
Assistant Chief, Operations Division

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Assistant Chief, Planning Division
Real Estate Division Designee
Assistant Chief, Contracting Division
Chief, Emergency Management Division
Office of Counsel Designee
Chief, Information Management Office
Chief, Internal Review Office
Chief, Logistics Management Office
Equal Employment Manager
Personnel Officer
Chief, Public Affairs Office
Safety Manager
Security and Law Enforcement Manager
Chief, Budget and Manpower Branch, RMO

6. Responsibilities. The PBACs will participate in the resource process to provide staff input and to facilitate the allocation, monitoring, and redistribution of resources during the planning, programming, budgeting, and execution cycle.

a. Each regular member of the committees will appoint an assistant to act as an alternate with full authority to participate in the decision process. Each member may bring an advisor(s) to provide technical assistance. Advisors cannot vote on committee actions.

b. The Budget Officer is responsible for coordination of the agenda, scheduling of meetings, distribution of "read-ahead" packages, and preparation of minutes to record guidance and decisions. Copies of minutes, once approved by the Chairperson, will be provided to the District Commander, committee members, and the PBAC Chairperson. Copies of W-PBAC minutes will also be provided to each member of the S-PBAC and to the S-PBAC Chairperson.

c. Committee Meetings. The PBACs will meet at the call of the Chairperson. Any regular committee member may request that a meeting be convened. The request will be in writing to the Chairperson and will address the topics to be discussed.

(1) Upon notification by the Chairperson of a scheduled meeting, each committee member will be requested to submit suggested topics of discussion to the Budget Officer for preparation of an agenda.

(2) An agenda will be prepared and approved by the Chairperson for each meeting. The agenda will be distributed to committee members, along with any "read-ahead" material, at least 3 workdays prior to the meeting.


(3) A quorum must be present at each meeting in order to transact business. A quorum is defined as two-thirds of the membership.

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(4) Minutes of each meeting will be prepared and, upon approval by the Chairperson, distributed to all members. Approved minutes of the W-PBAC will also be distributed to members of the S-PBAC.

7. Budget Cycle. Suspense dates for the budget cycles are listed in Appendix A. The goal for an approved Fiscal Year Operating Budget is not later than the first day of the Fiscal Year (1 October). The goal for a Mid-Year Budget is not later than 15 May.

FOR THE COMMANDER:


DONALD E. NEEDHAM
LTC, EN
Deputy Commander

DISTRIBUTION

A
B

APPENDIX A

ANNUAL OPERATING BUDGET CYCLE

15 MAY — RM - Request workload/income projections for next Fiscal Year.
25 MAY District Elements - Submit workload and income projections.
05 JUN RM - Develop proposed resource ceiling (manpower, dollars, rates) and make recommendations to the S-PBAC.
15 JUN S-PBAC - Review and approve District workload and income projections and manpower strengths. Issue Resource Guidance to the W-PBAC. (4 hours)
01 JUL W-PBAC - Review S-PBAC guidance. (2 hours)
15 JUL RM - Issue Budget Call.
10 AUG Staff elements - Submit proposed budgets.
15 AUG W-PBAC - Review proposed budgets. (8 hours)
10 SEP RM - Prepare consolidated Operating Budget.
15 SEP S-PBAC - Review consolidated Operating Budget and make recommendations to District Commander. (2 hours)
25 SEP District Commander - Review and approve budget.
01 OCT RM - Issue approved operating budget to all offices.

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APPENDIX A (cont'd)

MID-YEAR BUDGET CYCLE

01 JAN RM - Request revised workload and income projections for current Fiscal Year.

10 JAN Staff Elements - Submit income projections.

20 JAN RM - Develop and propose revised resource ceiling (manpower, dollars, rates) and make recommendations to the S-PBAC.

30 JAN S-PBAC - Review and approve revised District workload and income projections and manpower strengths. Issue revised Resource Guidance to the W-PBAC. (4 hours)

15 FEB W-PBAC - Review S-PBAC's revised guidance. (2 hours)

28 FEB RM - Issue Mid-Year Revised Budget Call.

20 MAR Staff elements -Submit proposed revised budgets.

25 MAR W-PBAC - Review proposed revised budgets. (8 hours)

20 APR RM - Prepare revised consolidated Operating Budget.

30 APR S-PBAC - Review revised consolidated Operating Budget and make recommendations to District Commander. (2 hours)

10 MAY District Commander - Review and approve revised budget.

RM - Provide new rates (indirect and overhead) to F&A for use in labor cycles, beginning in May.

15 MAY RM - Issue approved revised Operating Budget to all offices.